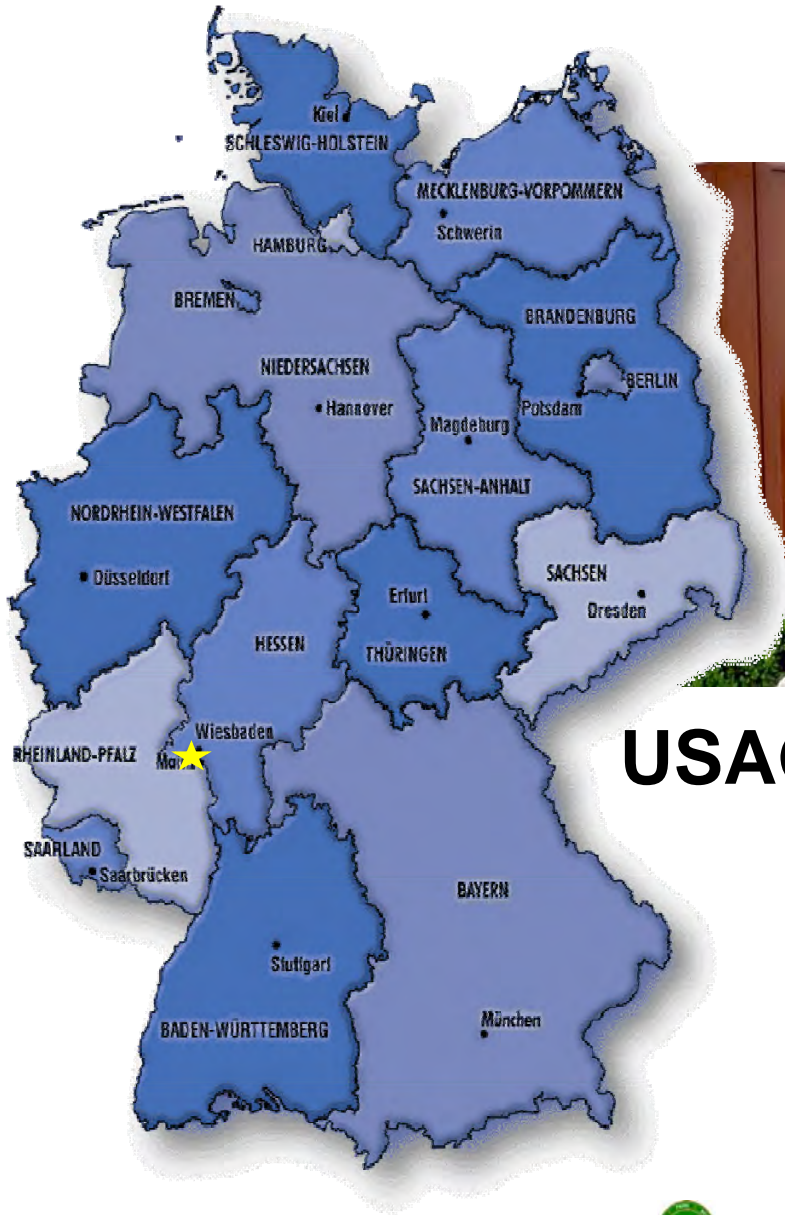




USAG Wiesbaden



USAG Wiesbaden On-post Housing Briefing

Updated March 2013



Army Community of Excellence - 2012

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Wiesbaden: Your Home in Germany!



On Post Housing Briefing



Good Morning
on behalf of the Garrison Commander,
Colonel Carstens, and the DPW, Housing
Manager, Don Meyer, we would like to
welcome you to the Wiesbaden Housing
On Post Housing Briefing



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DPW Housing Division Telephone Numbers

- Customer Service 337-5310/6290
- Furnishings (FMO) 337-6105
- Facilities 337-6376/5635
- Off-Post (HSO) 337-7059 or
0611-1746393-30
- Housing NCOIC 337-5442
- DPW Work Reception 337-9999



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Housing Division Goals

- Quality Customer Service
 - AR 420-1 Facilities Management
 - AE Supplement 1 to 420-1 Facilities Mgmt.
- Clean, Habitable Quarters in Good Repair
 - Vacant Quarters Maintenance performed by contract. QA is performed by the Housing Facilities Branch
 - Occupied Quarters - Maintenance performed by DPW through service and work orders



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Priority for Assignment

- 1 - Key and Essential personnel (GO, SES, O5/O6 CDR/CSM, Limited O6's, Red Cross)
- 2 - All other Military *used on the same basis as other married personnel*
- 3 - Military (Intra-post Moves -ETP)



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WAITING LIST BREAKDOWN

• General and Flag Officer	Single House
• Senior Officer	Single House or Duplex
• Field Grade (05/CW5)	Duplex or 3 – 5 Bedroom
• CSM	Duplex
• Field Grade (04/CW4)	3 - 5 Bedroom
• Company Grade (01-03/WO1-CW3)	2 - 5 Bedroom
• SGM	3 - 5 Bedroom
• SNCO	3 - 5 Bedroom
• JNCO	2 - 5 Bedroom





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Placement on Waiting List

- Sponsor's grade and bedroom requirement will determine the waiting list on which the name is placed
- The position and movement on the waiting list will be determined by eligibility date
- Equal position on the waiting list will be determined by rank and date of rank, with senior member having the priority
- Incoming personnel from CONUS will not be placed on a waiting list at the gaining installation prior to the soldier signing out of the losing installation. (ITT/COTs must coordinate with the new housing office 60 days prior to station assignment)
- Soldiers must sign-in at the new duty station before assignment is made





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Eligibility Date

- PCS Personnel (CONUS/OCONUS) - Date departed last permanent duty station from another MACOM
- ITT (accompanied)- will receive date departed last permanent duty station (initial DEROS does not change)
- COT (accompanied)- will receive date departed permanent station (DEROS changes)
- New Accessions to Army- date of entry on active military service
- Prior dependent restricted tour (e.g. Korea) - date departed previous duty station for dependent restricted tour
- All other personnel - date of application or date of Command Sponsorship





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Waiting List Movement

- Eligibility date, rank, date of rank and assignment priority determine position on list
- Freeze zone = relative position of top 10% of personnel on each list (cannot be bypassed)



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Bedroom Authorizations

- All ranks receive one bedroom per child when existing inventory allows
- Additional children, command sponsorship of family members or change in rank category may merit an additional bedroom
 - SM must provide proof, i.e., birth certificate or sequence number.
 - Move is at individual's expense (IAW JFTR)
 - Occupant must comply with full clearing and cleaning standards
 - 5 working days dual occupancy is authorized for intra-post moves
- Upon in-processing if SM or spouse is pregnant you may be eligible for an additional room
 - SM must submit pregnancy statement from doctor.





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Assignment to Family Housing

IAW AE Supplement 1 to AR 420-1, Service members with Families in the Army in Europe will be assigned to available on-post Government Family housing, if available.

When adequate housing cannot be provided within a reasonable period (30, 60, or 90 days) service members will be permitted to seek private rental housing on the economy. Please see USAG Wiesbaden Policy Letter number 13.





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BENEFITS OF RESIDING IN ON-POST HOUSING

- -No payment of utility bills.
- -No security deposit.
- -Rent payment is paid indirectly (i.e., Soldier forfeits BAH thru finance).
- -110 volt outlets in on-post quarters.
- -Support agencies and shopping facilities in the immediate vicinity.
- -Vicinity to work and American English speaking neighbors.



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Offering Quarters

- **IAW AR 420-1, Servicemembers arriving in Germany with Concurrent Travel who decline quarters that are available for assignment are at risk of forfeiting housing entitlement.**
- **Soldiers will generally be offered choice(s) from what is available within 30 days of arrival; however, if nothing is projected to become available a certificate of non-availability (CNA) is issued. If there are multiple quarters available, offers of up to three choices can be made, but a decision is required for each offer NLT next business day (24 hrs).**





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Declining Family Quarters

- **Soldier Chain of Command involvement**
- **IAW AR 420-1, TLA may be stopped**
- **May be removed from the waiting list for 30 days**
- **After 30 days, may reapply with eligibility date of date of application; however, TLA is not authorized.**





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Unaccompanied Personnel

- **BOQs and SEBQs only by request and based on availability (no such permanent facilities exist)**
- **SSG(P) will be issued Certificate of Non-availability (CNA) upon arrival**
- **SSG who becomes promotable must submit promotion sequence # to receive (CNA)**
- **SSG and below will reside in barracks unless installation occupancy rate exceeds ninety-five (95%) percent**





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Temporary Lodging Allowance

- See implementing instructions posted by our waiting lists upon in-processing the housing office in Building 1023 West, Clay Kaserne.
- TLA authorized for Families, as well as Bachelor Officers & SNCOs who are authorized to seek private rental housing, until permanent quarters are available.
- TLA will be paid and processed in 10 day increments.
- TLA is limited to 30 days on arrival; up to 3 days (on-post) & up to 10 days (off-post) on departure. These periods are not automatic entitlements.
- Unaccompanied SSG(P) with sequence # at time of arrival are eligible.
- Unaccompanied SSG and below are not authorized TLA and will be housed in their units barracks on clay Kaserne.





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TLA (continued)

- **TLA authorization ends the day prior to assignment to quarters.**
- **Extensions up to 60 days must be approved by the Chief, Housing.**
- **Extensions beyond 60 days must be approved by USAREUR G-1.**
- **TLA extensions in excess of 60 days (when beyond the servicemembers control) must be submitted to the DPW Housing Division, who will endorse and forward to USAREUR G-1 for their approval/disapproval.**





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TLA EXTENSIONS

- Please ensure you have linen, pillows, etc. IAW AE 37-4, a lack of these items is not grounds to extend TLA.
- Moreover, the housing office cannot provide you these items.



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TLA PAYMENT

- If staying in the Wiesbaden Lodge service member will be reimbursed Per Diem for Meals only - hotel bill is paid directly by finance
- If staying in an economy hotel service member is responsible for all bills incurred prior to check-out. Hotel bill and per diem for meals will be reimbursed by finance
 - *Note: phone calls and charges for pets are the sole responsibility of the service member and will not be reimbursed by Finance*





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Exception to Housing Policy (ETP)

- Requests must include the following:
 - Memorandum to the DPW Housing Manager from the service member
 - Pertinent supporting documentation
 - Battalion or unit commander's endorsement, as applicable
 - Chief, Housing Division provides recommendation to the Garrison Commander, who is the approving/disapproving authority for all housing ETPs.
- Customer Service Branch reception area has handout to assist in preparation



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Furnishings Loaner Sets (90 Day)

As of April 2009 loaner sets consist of the following:

- (1) Double Bed (plus mattress & mattress cover)**
- (1) Single bed per Family member (FM), excluding spouse**
- (1) 6-drawer dresser or (2) 3-drawer chests for sponsor & (1) 3-drawer chest per FM not to exceed 3 pieces total.**
- Dining table w/ leaf & (4) to (6) chairs**
- (1) Sofa**
- (2) Easy Chairs**
- (1) Coffee Table**
- (2) End Tables**





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Furnishings Loaner Sets

(Continued)

In addition to items on page 1, personnel residing OFF POST are authorized the following items as permanent issue:

- (2) Wardrobes for the sponsor**
- (1) Wardrobe for each additional family member**
- (3) 1-3 kitchen cabinets single door, but only if the apartment does not have a built in kitchen.**





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Quarters Chain of Command

- Garrison CSM
 - Housing NCOIC
 - Area Coordinator
 - Section Coordinator
 - Building Coordinator
 - Stairwell Coordinator
-
- Introduce yourself to your Stairwell and Bldg Coordinator
 - Report problems to the coordinator
 - Use the chain of command to resolve problems



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Sponsor Responsibilities

- All residents are responsible to maintain the property assigned to or used by them in a clean, orderly, and proper condition
- All residents are responsible to cooperate with other residents to maintain sanitary, safe, secure and desirable living areas
- All sponsors (military/civilian) must participate in clean-up days as well as share in the duties and responsibilities of maintaining the interior and exterior of their government quarters



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Wiesbaden Housing Areas

- Hainerberg
 - Elementary, Middle and High School
 - Theater, Commissary, BX/PX, 24-hour Shopette & Gas station
 - Self-Help Store
 - Child Care Facility & Youth Services
 - Army Community Service (ACS)
- Aukamm
 - Elementary School
- Clay Kaserne
 - Child Care Facilities – Shopette – Fitness Center
 - Medical/Dental Clinics - Postal Services – Outdoor Rec.
- Crestview



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